



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
(508) 839-5335 • FAX (508) 839-4602
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**DISABILITY COMMISSION
(Regular Meeting)**

AGENDA / MEETING NOTICE
Thursday, February 27, 2020 – 6:30 p.m.
Municipal Center, Conference Room G (2nd Floor)

CALL TO ORDER

1. ANNOUNCEMENTS

2. CORRESPONDENCE

- a. MA Office on Disability – 12/31/2019 letter (received 1/7/2020) that Project Grant application was not awarded. We discussed at our 1/16/2020 meeting but letter was not included in our meeting packet.
- b. Amy Marr – 1/20/2020 email and printed links (website accessibility).

3. ADA SELF-EVALUATION AND TRANSITION PLAN

- Continued discussion and updates.
- Drafting a letter to department heads, committees, stakeholders, etc.
- Update on the status of Grafton Public Schools' evaluation and plan.

https://www.grafton-ma.gov/sites/graftonma/files/uploads/grafton_self-evaluation_and_transition_plan_final_2019_0.pdf

Also received in Word format on 2/18/2020 from Mike Kennedy, ADA Access & Advocacy Coordinator for the Center for Living & Working, Inc.

4. Grafton Super Park – including scope, resources, location, cost.

Community Preservation Committee (CPC) plans for Warrant Article at May 11, 2020 Town Meeting. This is on CPC's 2/27/2020 – 7p.m. agenda.

Grafton, MA Disability Commission Agenda 2/27/2020 -6:30p.m. cont'd:

5. Report of the Grafton Disability Commission
(for Grafton's 2019 Annual Town Report)

6. DRAFT MINUTES

- a. January 16, 2020 (regular meeting)
- b. February 12, 2020 (workshop meeting)

7. OLD BUSINESS

8. NEW BUSINESS

9. Next Meeting Tentatively, Thursday, March 19, 2020 at 7:00 p.m.

Adjournment



Massachusetts Office on Disability

One Ashburton Place, Room 1305
Boston, MA 02108

Charles D. Baker, Governor
Karyn E. Polito, Lt. Governor
Mary Mahon McCauley, Exec. Director

617-727-7440 voice & TTY
800-322-2020 voice & TTY
617-727-0965 FAX
Web: <http://www.mass.gov/mod>
Karl.Bryan@mass.gov

December 31, 2019

Rebecca Meekins
Assistant Town Administrator
Town of Grafton
30 Providence Road
Grafton, MA, 01519

Dear Rebecca:

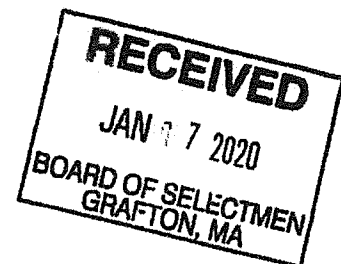
Thank you for submitting your **Project Grant** application for the FY20 round of the Municipal Americans with Disabilities Act (ADA) Improvement Grant Program.

We regret to inform you that your request for **\$50000** in funding related to the submitted **Project Grant for Grafton** was not awarded at this time. While the first round of award letters will be going out shortly to those communities who were awarded funding, if funding should become available, we will reach out to you directly.

We hope to continue to receive funding for the FY21 round of the Municipal Americans with Disabilities Act (ADA) Improvement Grant Program. If so, details on the FY21 application process will be provided at www.mass.gov/mod/adagrant in early July of next year.

Sincerely,
Karl Bryan

Karl Bryan
Municipal ADA Improvement Grant Program Coordinator
Direct Phone: 617-979-7332
Email: Karl.Bryan@mass.gov



Fwd: ADA Website Compliance

Amy Marr <amy@themarrs.net>

Mon 1/20/2020 10:06 AM

To: rtrahanjr@hotmail.com <rtrahanjr@hotmail.com>

----- Forwarded message -----

From: **Amy Marr** <amy@themarrs.net>

Date: Mon, Jan 20, 2020, 12:48 AM

Subject: ADA Website Compliance

To: <DISABILITYCOMMISSION@graffon-ma.gov>

Dear Mr. Trahan,

Since our previous exchange regarding website accessibility, I've had the opportunity to observe with some interest members of the Disability Commission talk a little bit about the topic. As we've discussed, website accessibility was somewhat of a passion of mine when I worked at WPI and managed the website there, and then transitioned to the world of marketing, where literally no one cares about it.

I thought it might be helpful for your commission to know what accessibility rules do and do not entail. They don't mandate that any amount or type of information must be on government or educational websites - only that whatever information is available online must be accessible by all, regardless of any disability they might have. This means specifically that screen reading programs, which process websites for blind or low vision users, have to be able to read all of the text elements to users. It also can mean that fonts can be resize by a user to make links easier to click on, should they have needs around fine motor skills. It also can extend to videos having closed captioning provided for the hearing impaired. That's literally all it is, but all of that can be easier said than done, depending on how a website is built and how much care the developers took when building it.

I realize that right now the commission is focused on a lot of physical access issues in our town, and that's obviously very important. And this is a very big can of worms to open! But in the future I'd love to see the commission explore website accessibility and bring in some experts (not me, certainly, as I'm about 10 years out of the field) to discuss with you.

In the meantime, some resources you and/or the commission may find helpful:

- A summary of requirements and tips on accessible design: <https://www.ada.gov/websites2.htm?fbclid=IwAR2nAeHJTsqpDNli1uzimzsB1PtgU5ilBshw9v-B436pYbH-R2JO-LDXYE>
- A toolkit for local government: <https://www.ada.gov/pcatoolkit/chap5toolkit.htm?fbclid=IwAR1XLZs2E->

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In the short term, and while our Town and district websites might pass the standards, *screenshots on Facebook* do not - and I've noticed that the Town of Grafton account frequently posts information on the town site and then posts it as screenshots on Facebook, rather than copying and pasting the text into new posts. This is a relatively simple change to make, so hopefully that can happen soon. Copying and pasting takes more time and looks less eyecatching, but if the point is to get information out to our community, it should be done properly.

Anyway, I hope all of this is helpful. I'm looking forward to following the commission's work and wish you all the best.

Sincerely,
Amy

--
Amy L. Marr
amy@themarrs.net

Excellence can be attained if you care more than others think is wise, risk more than others think is safe, dream more than others think is practical, and expect more than others think is possible.

— Unknown

Accessibility of State and Local Government Websites to People with Disabilities

The Internet is dramatically changing the way that American government serves the public. Taking advantage of new technology, many State and local governments are using the web to offer citizens a host of services including:

- corresponding online with local officials;
- providing information about government services;
- renewing library books or driver's licenses;
- providing tax information and accepting tax returns; and
- applying for jobs or benefits.

These government websites are important because they:

- allow programs and services to be offered in a more dynamic, interactive way, increasing citizen participation;
- increase convenience and speed in obtaining information or services;
- reduce costs in providing programs and information about government services;
- reduce the amount of paperwork; and
- expand the possibilities of reaching new sectors of the community or offering new programs.

When government is constantly being asked to do more with less, the Internet is playing a vital role in allowing government to better serve all of its citizens.

The Americans with Disabilities Act (ADA) and, if the government entities receive Federal funding, the Rehabilitation Act of 1973, generally require that State and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available. For example, job announcements and application forms, if posted on an accessible website, would be available to people with disabilities 24 hours a day, 7 days a week.

Online Barriers Faced By People with Disabilities

Many people with disabilities use “assistive technology” to enable them to use computers and access the Internet. Blind people who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor. People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. People with other types of disabilities may use still other kinds of assistive technology. New and innovative assistive technologies are being introduced every day.

Poorly designed websites can create unnecessary barriers for people with disabilities, just as poorly designed buildings prevent some from entering. Designers may not realize how simple features built into a web page will assist someone who, for instance, cannot see a computer monitor or use a mouse.

One example of a barrier would be a photograph of a Mayor on a town website with no text identifying it. Because screen readers cannot interpret images unless there is text associated with it, a blind person would have no way of knowing whether the image is an unidentified photo or logo, artwork, a link to another page, or something else. Simply adding a line of simple hidden computer code to label the photograph “Photograph of Mayor Jane Smith” will allow the blind user to make sense of the image.

Accessible Design Benefits Everyone

When accessible features are built into web pages, websites are more convenient and more available to everyone – including users with disabilities. Web designers can follow techniques developed by private and government organizations to make even complex web pages usable by everyone including people with disabilities. For most websites, implementing accessibility features is not difficult and will seldom change the layout or appearance of web pages. These techniques also make web pages more usable both by people using older computers and by people using the latest technologies (such as personal digital assistants, handheld computers, or web-enabled cellular phones).

With the rapid changes in the Internet and in assistive technologies used by people with disabilities to access computers, private and government organizations have worked to establish flexible guidelines for accessible web pages that permit innovation to continue.

Resources for Web Developers

To make web pages accessible, the web developer needs to know about web

page features that can make a web page less accessible or more accessible. Information about such features is easily available and many software developers are adding tools to web development software to make it easier to make web pages accessible.

Two important resources provide guidance for web developers designing accessible web pages. One is the **Section 508 Standards**, which Federal agencies must follow for their own new web pages. To learn more about the Section 508 Standards:

- The Access Board maintains information on its website at www.access-board.gov and has a useful guide for web developers at www.access-board.gov/sec508/guide/1194.22.htm;
- The Department of Justice has information about accessible web page design in an April 2000 report to the President. This report is available at www.usdoj.gov/crt/508/report/content.htm, and
- The General Services Administration hosts an online course for web developers interested in accessible web design. This program was developed in conjunction with the Access Board, the Department of Justice, and the Department of Education and provides an interactive demonstration of how to build accessible web pages. This course is available at www.section508.gov, which also provides information about the Federal government's initiative to make its electronic and information technology accessible to people with disabilities.

A more comprehensive resource is the **Web Content Accessibility Guidelines** developed by the Web Accessibility Initiative. These guidelines help designers make web pages as accessible as possible to the widest range of users, including users with disabilities. The Web Accessibility Initiative is a subgroup of the World Wide Web Consortium — the same organization that standardizes the programming language followed by all web developers.

- Information for web developers interested in making their web pages as accessible as possible, including the current version of the **Web Content Accessibility Guidelines** (and associated checklists), can be found at www.w3c.org/WAI/Resources, and
- Information about the Web Accessibility Initiative can be found at www.w3c.org/WAI.

Voluntary Action Plan for Accessible Websites

- **Establish a policy that your web pages will be accessible** and create a process for implementation.
- **Ensure that all new and modified web pages and content are accessible:**
 - Check the HTML¹ of all new web pages. Make sure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.
 - If images are used, including photos, graphics, scanned images, or

image maps, make sure to include alt tags and/or long descriptions for each.

- If you use online forms and tables, make those elements accessible.
- When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as Portable Document Format (PDF)).
- **Develop a plan for making your existing web content more accessible.** Describe your plan on an accessible web page. Encourage input on improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used. Consider making the more popular web pages a priority.
- **Ensure that in-house staff and contractors responsible for web page and content development are properly trained.**
- **Provide a way for visitors to request accessible information or services by posting a telephone number or E-mail address on your home page.** Establish procedures to assure a quick response to users with disabilities who are trying to obtain information or services in this way.
- **Periodically enlist disability groups to test your pages for ease of use;** use this information to increase accessibility.

¹ Web pages are written using a language called HTML (or “hypertext markup language”). HTML is a “markup language” that tells a computer program (called a “browser”) how information will appear or will be arranged on a computer screen. HTML tags are specific instructions understood by a web browser or screen reader.
([back](#))

For More Information

Technical Information Regarding Web Accessibility

For technical assistance regarding Section 508 Standards and how to make web pages accessible to people with disabilities, please contact the Access Board:

800-872-2253 (voice)

800-993-2822 (TTY)

Information about the ADA

The Department of Justice provides technical assistance to help State and local governments understand and comply with the ADA. An important source

of ADA information is the Department's ADA Home Page on the World Wide Web. This extensive website provides access to ADA regulations; all Department ADA technical assistance materials, including newly-released publications; proposed changes in the ADA regulations; and access to Freedom of Information Act materials, including technical assistance letters. The website also provides links to other Federal agencies with ADA responsibilities.

In addition, the Department of Justice operates a toll-free ADA Information Line that provides access to ADA specialists during business hours.

ADA Information Line

800-514-0301 (voice)

800-514-0383 (TTY)

Reproduction

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June 2003

The Attorney General has determined that publication of this periodical is necessary in the transaction of the public business required by law of the Department of Justice.

The Americans with Disabilities Act authorizes the Department of Justice (the Department) to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulations.

This guidance document is not intended to be a final agency action, has no legally binding effect, and may be rescinded or modified in the Department's complete discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent.

Project Civic Access toolkit, Chapter 5: Website Accessibility Under Title II of the ADA

ADA Best Practices Tool Kit for State and Local Governments

Chapter 5

Website Accessibility Under Title II of the ADA

In this chapter, you will learn how the nondiscrimination requirements of Title II of the ADA apply to state and local government websites.¹ Chapter 5 answers the following questions:

- Which provisions of Title II of the ADA apply to websites?
- What technologies do people with disabilities use to access the Internet?
- How do poorly designed websites pose barriers to people with disabilities?
- What steps can state and local government agencies take to ensure website accessibility for people with disabilities?

A. Why Should Websites Be Accessible?

The Internet has dramatically changed the way state and local governments do business. Today, government agencies routinely make much more information about their programs, activities, and services available to the public by posting it on their websites. As a result, many people can easily access this information seven days a week, 24 hours a day.

Many government services and activities are also provided on websites because the public is able to participate in them at any time of day and without the assistance of government personnel. Many government websites offer a low cost, quick, and convenient way of filing tax returns, paying bills, renewing licenses, signing up for programs, applying for permits or funding, submitting job applications, and performing a wide variety of other activities.

The Americans with Disabilities Act (ADA) and, if the government entities receive federal funding, the Rehabilitation Act of 1973 generally require that state and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden.² One way to help meet these requirements is

to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available.

Example: Accessing Online Tax Forms

If posted on an accessible website, tax forms need to be available to people with disabilities in an accessible format on the same terms that they are available to other members of the public – 24 hours a day, seven days a week, without cost, inconvenience, or delay. A staffed telephone line that sent copies of tax forms to callers through the mail would not provide equal access to people with disabilities because of the delay involved in mailing the forms.

As you will see, making a website accessible means following a few relatively simple steps.

A Few Basic Terms

To understand the basics of website accessibility, you need to know a few terms:

webpage – an Internet-based document, usually in HTML format, that can contain a wide variety of information and multimedia content.

website – a collection of webpages that is hierarchically organized around a homepage.

web browser – a computer program that downloads webpages. It is the program installed on your computer that you use to access webpages on the Internet.

HTML – short for “hypertext mark-up language,” a common mark-up language used to present webpages. It tells the web browser how information should be structured and accessed.

screen reader – a computer program that speaks written text. It allows a person to listen to the written text on a webpage or in a computer program. Screen readers read only text; they cannot describe pictures or other images, even if the images are pictures of text.

HTML tags – specific instructions understood by a web browser or screen reader. One type of HTML tag, called an “**alt**” tag (short for “alternative text”), is used to provide brief text descriptions of images that screen readers can understand and speak. Another type of HTML tag, called a “**longdesc**” tag (short for “long description”), is used to provide long text descriptions

that can be spoken by screen readers.

refreshable Braille display – an electronic device that translates standard text into Braille characters and uses devices such as rounded pins on a refreshable display to create Braille text that can be read by touch.

B. Online Barriers Faced by People with Disabilities

Many people with disabilities use assistive technology that enables them to use computers. Some assistive technology involves separate computer programs or devices, such as screen readers, text enlargement software, and computer programs that enable people to control the computer with their voice. Other assistive technology is built into computer operating systems. For example, basic accessibility features in computer operating systems enable some people with low vision to see computer displays by simply adjusting color schemes, contrast settings, and font sizes. Operating systems enable people with limited manual dexterity to move the mouse pointer using key strokes instead of a standard mouse. Many other types of assistive technology are available, and more are still being developed.

Poorly designed websites can create unnecessary barriers for people with disabilities, just as poorly designed buildings prevent some people with disabilities from entering. Access problems often occur because website designers mistakenly assume that everyone sees and accesses a webpage in the same way. This mistaken assumption can frustrate assistive technologies and their users. Accessible website design recognizes these differences and does not require people to see, hear, or use a standard mouse in order to access the information and services provided.

1. Common Problems and Solutions in Website Accessibility

Let's look at several common problems and solutions. This is a small sample of relatively basic problems with web design. Resources providing more detailed information on accessible website design are provided at the end of this Chapter.

a. Problem: Images Without Text Equivalents

Blind people, those with low vision, and people with other disabilities that affect their ability to read a computer display often use different technologies so they can access the information displayed on a webpage. Two commonly used technologies are screen readers and refreshable Braille displays. As discussed above, a screen reader is a computer program that speaks the text that appears on the computer display, beginning in the top-left corner. A refreshable Braille display is an electronic device that translates text into Braille characters that can be read by touch. These assistive technologies read text. They cannot translate images into speech or Braille, even if words appear in the images. For example, these technologies cannot interpret a photograph of a stop sign, even if the word "stop" appears in the image.

Because they only read text, screen readers and refreshable Braille displays cannot interpret photographs, charts, color-coded information, or other graphic elements on a webpage. For this reason, a photograph of a mayor on a city's website is inaccessible to people who use these assistive technologies, and a blind person visiting the website would be unable to tell if the image is a photo, a logo, a map, a chart, artwork, a link to another page, or even a blank page.

Solution: Add a Text Equivalent to Every Image

Adding a line of simple HTML code to provide text for each image and graphic will enable a user with a vision disability to understand what it is. Add a type of HTML tag, such as an "alt" tag for brief amounts of text or a "longdesc" tag for large amounts, to each image and graphic on your agency's website.

The words in the tag should be more than a description. They should provide a text equivalent of the image. In other words, the tag should include the same meaningful information that other users obtain by looking at the image. In the example of the mayor's picture, adding an "alt" tag with the words "Photograph of Mayor Jane Smith" provides a meaningful description.

In some circumstances, longer and more detailed text will be necessary to convey the same meaningful information that other visitors to the website can see. For example, a map showing the locations of neighborhood branches of a city library needs a tag with much more information in text format. In that instance, where the map conveys the locations of several facilities, add a "longdesc" tag that includes a text equivalent description of each location shown on the map – e.g., "City Center Library, 433 N. Main Street, located on North Main Street between 4th Avenue and 5th Avenue."

b. Problem: Documents Are Not Posted In an Accessible Format

State and local governments will often post documents on their websites using Portable Document Format (PDF). But PDF documents, or those in other image based formats, are often not accessible to blind people who use screen readers and people with low vision who use text enlargement programs or different color and font settings to read computer displays.

Solution: Post Documents in a Text-Based Format

Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

c. Problem: Specifying Colors and Font Sizes

Webpage designers often have aesthetic preferences and may want everyone to see their webpages in exactly the same color, size and layout. But because of their disability, many people with low vision do not see webpages the same as other people. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still others can only see website content if it appears in specific colors. For these reasons, many people with low vision use specific color and font settings when they access the Internet – settings that are often very different from those most people use. For example, many people with low vision need to use high contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And, many must use softer, more subtle color combinations.

Users need to be able to manipulate color and font settings in their web browsers and operating systems in order to make pages readable. Some webpages, however, are designed so that changing the color and font settings is impossible.

Solution: Avoid Dictating Colors and Font Settings

Websites should be designed so they can be viewed with the color and font sizes set in users' web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

d. Problem: Videos and Other Multimedia Lack Accessible Features

Due to increasing bandwidth and connection speeds, videos and other multimedia are becoming more common on the websites of state and local governments. Today, some government entities use their websites to post training videos for their employees, feature automated slide shows of recent public events, and offer video tours of local attractions.

These and other types of multimedia can present two distinct problems for people with different disabilities. People who are deaf or hard of hearing can generally see the information presented on webpages. But a deaf person or someone who is hard of hearing may not be able to hear the audio track of a video. On the other hand, persons who are blind or have low vision are frequently unable to see the video images but can hear the audio track.

Solution: Include Audio Descriptions and Captions

Videos need to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

2. Other considerations when developing websites:

- include a “skip navigation” link at the top of webpages that allows people who use screen readers to ignore navigation links and skip directly to webpage content;
- minimize blinking, flashing, or other distracting features;
- if they must be included, ensure that moving, blinking, or auto-updating objects or pages may be paused or stopped;
- design online forms to include descriptive HTML tags that provide persons with disabilities the information they need to complete and submit the forms;
- include visual notification and transcripts if sounds automatically play;
- provide a second, static copy of pages that are auto-refreshing or that require a timed-response;
- use titles, context, and other heading structures to help users navigate complex pages or elements (such as webpages that use frames).

3. Identifying other barriers to access

Technology is changing, and many website designers are using creative and innovative ways to present web-based materials. These changes may involve new and different access problems and solutions for people with disabilities. This Chapter discusses just a few of the most common ways in which websites can pose barriers to access for people with disabilities. By using the resources listed at the end of this Chapter, you can learn to identify and address other barriers.

C. Developing an Action Plan For Providing Accessible Websites

Now you know that some types of content and format on webpages can pose barriers for people with disabilities. The next steps are to develop an action plan to fix web content that is currently inaccessible and implement procedures to ensure that all new and modified web content is accessible. The website accessibility checklist included in this section helps you assess what needs to be done.

A well-designed action plan would include the following steps:

- I. Establish, implement, and post online a policy that your webpages will be accessible and create a process for implementation.**
- II. Ensure that all new and modified webpages and content are accessible.**

- Check the HTML of all new webpages. Make sure that accessible coding is used.
- Make sure that websites are designed so they can be displayed using the color and font settings of each visitor's browser and operating system.
- If images are used, including photos, graphics, scanned images, or image maps, make sure to include a text equivalent, by adding "alt" tags or long descriptions, for each.
- If you use online forms and tables, make those elements accessible by labeling each control (including buttons, check boxes, drop-down menus, and text fields) with a descriptive HTML tag.
- When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as PDF).

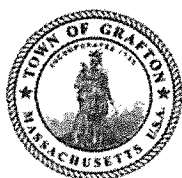
- III. **Develop a plan for making your existing web content accessible. Describe your plan on an accessible webpage, and encourage input on how accessibility can be improved. Let visitors to your website know about the standards or guidelines that you are using to make your website accessible. When setting timeframes for accessibility modifications to your website, make more popular webpages a priority.**
- IV. **When updating webpages, remember to ensure that updates are accessible. For example, when images change, the text equivalents in "alt" tags and long descriptions need to be changed so they match the new images.**
- V. **Ensure that in-house staff and contractors responsible for webpage and content development are properly trained. Distribute the Department of Justice technical assistance document "Accessibility of State and Local Government Websites to People with Disabilities" to these in-house staff and contractors on an annual basis as a reminder. This technical assistance document is available on the ADA Home Page at www.ada.gov.**
- VI. **Provide a way for visitors to request accessible information or services by posting a telephone number or email address on your home page. Establish procedures that ensure a quick response to users with disabilities who are trying to obtain information or services in this way.**
- VII. **Periodically enlist disability groups to test your pages for ease of use; use the feedback they provide to increase the accessibility of your website.**
- VIII. **Ensure that there are alternative ways for people with disabilities to access the information and services that are provided on your website. Remember, some people may not have, or be able to use, a computer.**

D. Resources

Following are a few of the many resources available to assist state and local governments in making their websites accessible:

- “Accessibility of State and Local Government Websites to People with Disabilities,” a technical assistance document released by the Department of Justice in 2003
 - www.access-board.gov, the website of the Architectural and Transportation Barriers Compliance Board (known as “the Access Board”), which establishes the standards used by the federal government to ensure that its electronic and information technology is accessible to people with disabilities;
 - www.section508.gov, the website of the Federal Information Technology Accessibility Initiative;
 - www.ittatc.org, the website of the Information Technology and Technical Assistance Training Center;
 - www.cast.org, the website for the Center for Applied Special Technology, a nonprofit, educational organization working to expand educational opportunities for all, including individuals with disabilities, through technology;
 - 1-800-949-4232 (voice and TTY), the ADA and IT Technical Assistance Centers (www.dbtac.vcu.edu).
-

ADA Tool Kit for State and Local Governments



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Massachusetts



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An Inclusive
Playground and Park](#)

[Youth Organizations
& Town League
Contacts](#)

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History of the SuperPark

**An Online Visioning Survey is Now Being
Conducted! [Click Here!](#)**

Please take a few minutes for this quick survey about the new SuperPark: An Inclusive Playground and Park with such questions as frequency of use, age ranges of use, and amenities requested. Please use this opportunity to give us your input! The deadline is March 1, so don't delay!

[Click Here](#) for information on Community Outreach Meetings and other opportunities to provide feedback on what you'd like to see in this park.

Annual Town Meeting is May 11, 2020 and an article on this project is planned to be on the Warrant. Please ask questions, get informed, and get involved!

The original 'SuperPark' playground was built in the 1980's. It was constructed of treated lumber, tires, metal slides and peat rock. It was immensely popular. It had been refurbished at

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See map: [Google
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some point, but by 2010, it was ready for another refurbishment. The SuperPark was removed in 2010 to make way for the new High School. The skate park located behind the municipal center was also removed at the time. A promise was made to relocate it but the promise didn't include a funding source.

The first SuperPark committee was established at this time. The committee did a lot of excellent work. They examined possible locations, discussed types of equipment and developed the idea that this new play structure should be inclusive for kids of all abilities to play together. The committee identified the parcel at 25 Worcester Street as the best site. Through CPC, the SuperPark committee secured \$34,000 at Fall 2012 Town Meeting. The Board of Selectman at the time were hesitant to use the Worcester Street parcel and the project came to a halt.

In 2014, the SuperPark committee was reformed. The location was changed to the Perrault property that was acquired by the Town for a possible library expansion. The parcel is large enough to accommodate both an expanded library and a playground/park. The committee worked on a plan to build a fully accessible playground on that site. In May of 2015, the committee successfully secured \$100,000 in CPC monies but failed to secure \$143,000 in town funds that were remaining from the construction of the new Fire Station. In the fall of 2015, Town Meeting approved the appropriation of \$290,000 from the release of tax overlay monies for the construction of the SuperPark.

First Rendering of Playground (2015)



The committee was hopeful to be able to complete the project while keeping the costs as low as possible. A phased approach was used but it became clear that the initial estimates for the site work were low and the cost of the construction of a parking lot was too high. There was not enough funding for both a parking lot and the first phase of the playground equipment. Approximately \$15,000 was spent for engineering and survey work, leaving a balance of \$275,000 in that allocation.

Around this time, planning for the library was progressing. It was decided to wait until more was known about the library which questions to be asked such as... Would the Town support a library expansion? What would it look like? How much of the parcel is needed for the library? Sharing the parking area and other amenities would also help with the overall cost of replacing SuperPark. During this period of waiting, the \$100,000 allocated in CPC funds sunsetted. This means that the CPC allows projects 2 years to spend the allocated money and if it is not spent, it returns to CPC to be used for other projects.

Once the library had finalized the construction plans, town staff met to see what needed to be done to get the project started again. Establishing the where and what kinds of infrastructure that is needed to support a new playground and any other uses on the parcel should be determined before the new parking lot for the library is paved. Because the SuperPark

committee was no longer active, the Recreation Commission agreed to take the lead. The Recreation Commission decided that they would like to see an overall plan for the entire parcel, not just a small part for the playground piece. The goal of this project is not only replacing the playground but to provide a fully inclusive and accessible playground and park for all ages, abilities, and needs. A request for proposal was sent out to find a landscape architect that could help develop an overall plan. In January 2020, the Select Board signed a contract with CBA Landscape Architects for \$34,000. The monies used are from the allocation from the fall 2015 Town Meeting. There is now \$241,000 in that account for SuperPark.

The next steps include outreach meetings in the community to gather public input. The cost of the total project will be dependent on what the public would like to see on the site and their willingness to support it.

Second Rendering of Playground (2019)





[Click Here to take a quick Online Survey.](#)

[Click Here for Information on Community Outreach Meetings and other opportunities to provide feedback on what you'd like to see in this park.](#)

[Click Here for Information on the Funding of this Project.](#)

[Click Here for Frequently Asked Questions](#)

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Funding Plan for the New SuperPark: An Inclusive Playground and Park

**An Online Visioning Survey is Now Being
Conducted! [Click Here!](#)**

Please take a few minutes for this quick survey about the new SuperPark: An Inclusive Playground and Park with such questions as frequency of use, age ranges of use, and amenities requested. Please use this opportunity to give us your input! The deadline is March 1, so don't delay!

[Click Here](#) for information on Community Outreach Meetings and other opportunities to provide feedback on what you'd like to see in this park.

Annual Town Meeting is May 11, 2020 and an article on this project is planned to be on the Warrant. Please ask questions, get informed, and get involved!

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Funding Plan for the New SuperPark: An Inclusive Playground and Park

The total cost of the project has yet to be determined, but a few years back, the playground was projected to cost approximately \$500,000 for its Phase 1. Phase 2 and 3, which potentially included a splash pad, and park expansion would be determined down the road. When the SuperPark Study Committee disbanded, the project became a Town staff and Recreation Commission driven project, and it was determined to layout the full scope of all 3 phases at this point to determine a cost of the full project.

There is currently \$241,000 in the original SuperPark account which would go towards this project. Funding is going to be requested from the Community Preservation Committee (CPC) and if approved, will seek the Town's approval at the May 2020 Town Meeting. CPC funding comes from a 1½% surcharge on residents' property tax. The Community Preservation Act (CPA) requires that communities spend, or set aside for future spending, a minimum of 10% of their annual CPA revenues for each of the three following categories: open space/recreation, historic preservation, and community housing. The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories.

The Town's Open Space and Recreation Plan is also in its final phases and once submitted and under review with the State, opens the opportunity to apply for state and federal grants.

The idea of forming a 'Friends of' group is also in the works, which would serve as the fundraising portion for the project as well.

No tax money is being requested for this project. Taxes will not be increased due to this project.

Funding History of the Project

Through CPC, the SuperPark committee secured \$34,000 for a master plan at Fall 2012 Town Meeting. The Board of Selectman at the time were hesitant to use the Worcester Street parcel and the project came to a halt and the plan was not completed.

In May of 2015, the committee successfully secured \$100,000 in CPC monies but failed to secure \$143,000 in town funds that were remaining from the construction of the new Fire Station. In the fall of 2015, Town Meeting approved the appropriation of \$290,000 from the release of tax overlay monies for the construction of the SuperPark.

The committee was hopeful that the project would be able to be completed while keeping the costs as low as possible. A phased approach was used but it became clear that the initial estimates for the site work were low and the cost of the construction of a parking lot was too high. There was not enough funding for both a parking lot and the first phase of the playground equipment. Approximately \$15,000 was spent for engineering and survey work, leaving a balance of \$275,000 in that allocation. Around this time, planning for the library was progressing. It was

decided to wait until more was known about the library. During this period of waiting, the \$100,000 allocated in CPC funds sunsetted. This means that CPC allows projects 2 years to spend the allocated money and if it is not spent, it returns to CPC to be used for other projects.

In the fall of 2019, Town staff put out an RFP for a Landscape Architect firm, and signed a contract with CBA Landscape for \$34,000 in January 2020. The account balance is now \$241,000.

[Click Here to take a quick Online Survey.](#)

[Click Here for Information on the History of this Project.](#)

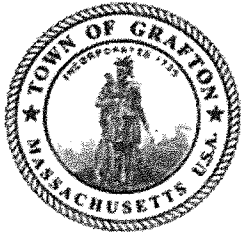
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FAQ's about SuperPark

An Online Visioning Survey is Now Being Conducted! [Click Here!](#)

Please take a few minutes for this quick survey about the new SuperPark: An Inclusive Playground and Park with such questions as frequency of use, age ranges of use, and amenities requested. Please use this opportunity to give us your input! The deadline is March 1, so don't delay!

[Click Here](#) for information on Community Outreach Meetings and other opportunities to provide feedback on what you'd like to see in this park.

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This project began 10 years ago. Do people still even want a playground/park like this?

- It is believed so due to recent surveys regarding our Open Space and Recreation Plan. **Community Outreach meetings** will be held on March 4 and April 9 to help determine this and if support is shown, feedback and ideas will be sought for scope, planning and amenities.

Do we need another playground?

- Yes. The town is in need of a fully accessible, ADA compliant, and inclusive playground to give the opportunity for all ages, abilities, and needs a place to play and play together.
- The Recreation Department currently oversees 5 playgrounds in town. Other playgrounds in town include one at Nelson Park and one at each of the 4 elementary schools. The Recreation Department has made upgrades to their playgrounds to ensure they are accessible and have updated equipment as well as other enhancements, and will continue to do so, but it would be difficult to make them inclusive and for a wide age of ranges mainly due to their size and layout. Many of the playgrounds in town are small, only serve one age group, or are unavailable during daytime hours due to school use.

Will funding this project raise our taxes?

- No. Taxes will not be increased due to this project. The proposed funding comes from Community Preservation Committed (CPC) funds in addition to grants and fundraising. CPC funding comes from a 1½% surcharge on residents' property tax. The Community Preservation Act (CPA) requires that communities spend, or set aside for future spending, a minimum of 10% of their annual CPA revenues for each of the three following categories: open space/recreation, historic preservation, and community housing. The remaining 70% of the funds are undesignated, and can be used for any allowable project in any of the CPA categories.

Can the funds in the SuperPark Account be used towards the school budget?

- No. The funds could be used for other capital projects (with a vote at Town Meeting), but not towards the town or school operating budget.

Will there be a Splash Pad?

- That has not been determined yet. The visioning process has started. To provide input, please attend our **Community Outreach Meetings** on March 4 and April 9 and take this quick **Online Survey** by March 1.

Source URL: <https://www.grafton-ma.gov/recreation-commission/pages/faqs-about-superpark>



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Community Outreach and Survey

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Annual Town Meeting is May 11, 2020 and an article on this project is planned to be on the Warrant. Please ask questions, get informed, and get involved!

Community Outreach meetings will be held on Wednesday, March 4 and Thursday, April 9 at 7pm at the Apple Tree Arts Great Hall on the 2nd floor of the Grafton Town House at 1 Grafton Common, Grafton.

- Presentation materials for the first public

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meeting may include rough conceptual options, precedent images for sticker/sticky-note exercises, and worksheets or surveys to be filled out by attendees.

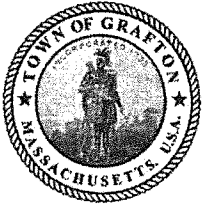
- After gathering feedback from the online survey and the first public meeting, the second public meeting presentation materials plan to include Master Plan design options, precedent images to illustrate design intent, and selected examples or photographs of the public feedback process to date.

Focused stakeholder group meetings will also be held as well as pop-up public feedback sessions (make sure to follow the **Recreation Department's Facebook page** for updates).

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DRAFT 2019 REPORT OF THE GRAFTON DISABILITY COMMISSION

The Grafton Disability Commission (f/k/a Commission on Disability) was reconstituted, pursuant to a vote of the Grafton Select Board on August 13, 2019. The Commission had not met since 2011 and lacked membership. This discussion was initiated by Roger Trahan, Jr. in a letter to the Select Board on May 28, 2019, who subsequently presented during its meeting of June 11, 2019. During its meeting of August 13, 2019, the Select Board appointed a new slate of seven (7) members and updated the charge of the Commission as follows:

“The Grafton Disability Commission is to assure that all people in Grafton have an equal opportunity to participate in all functions involving living, working and enjoying recreation activities. The Commission will work toward this end by informing, educating, monitoring and advising the public, including the business community and the Town administration.

The Grafton Disability Commission shall consist of seven members appointed by the Select Board for overlapping three year terms and be responsible to the Select Board through the Town Administrator.

Six (6) members shall consist of people with disabilities, people with and immediate family member with a disability, residents with professional experience working with people with disabilities, and/or residents with an interest in this area. One (1) member shall be either an elected or appointed official of the town.

The purpose of the Commission shall be to cause the full integration and participation of people with disabilities in the Town of Grafton, such commission shall:

1. Advise and assist municipal officials and employees with state and federal laws and regulations that affect people with disabilities;

DRAFT 2019 REPORT OF THE GRAFTON DISABILITY COMMISSION Cont'd:

2. Coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on disability;
3. Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of the Town of Grafton as they affect people with disabilities;
4. Provide information referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and
5. Help raise awareness and sensitivity to the needs of the people who are disabled.

The Commission shall meet at least once every month. Minutes will be kept and filed with the Town Clerk for posting.”

The Disability Commission met on four occasions in 2019 (9/19, 10/17, 11/21, and 12/19). During those meetings, our primary activities included:

- Review of Grafton’s June 2019 ADA Self-Evaluation and Transition Plan, which did not include school facilities, as well the need for Grafton Public Schools to have a similar plan.
- Updates by Grafton Special Education Parent Advisory Council (SEPAC).
- Met with and supported Grafton Historic District Commission’s plans for brick pavers to replace the asphalt on the walkways on Grafton Common, adhering to ADA and AAB guidelines, and proposed updates to MA 521 CMR.
- Applied for a Municipal ADA Improvement Grant (\$50,000 request) through the MA Office on Disability, as coordinated by Assistant Town Administrator, Rebecca Meekins. This pertained to accessibility improvements to ramps and entrances in the rear of the Grafton Municipal Center. Although Grafton was not selected, we look forward to grant opportunities during FY 2021.

DRAFT 2019 REPORT OF THE GRAFTON DISABILITY COMMISSION Cont'd:

- Discussed personal tax exemptions with Principal Assessor, Mary Oliver during our meeting of November 21, 2019. These exemptions include but are not limited to the categories of Disabled Veteran (Clause 22) and Legally Blind (Clause 37A).

All of our meetings have been videotaped by Grafton Community Television (GCTV) for later viewing on our local community access TV stations and on-line via link from GCTV's web page. Along these lines, we extend our thanks to Jack Kelly for his time and technical assistance.

Also of great assistance were Joann Duncan and Cindy Ide in the Select Board/Town Administrator's office, and Kandy Lavallee (Town Clerk) and her Administrative Assistant, Jayne Zwicker.

We also extend our thanks to Doreen DeFazio for having volunteered to serve as the initial Select Board representative to the Commission. Also, to Alex McCullough for his service on the Commission during 2019.

We look forward to an active and productive 2020 in helping create a more informed and accessible Grafton.

Respectfully submitted,

Roger R. Trahan, Jr., Chair
Kristie Proctor, Vice Chair
Daryl Rynning, Clerk
Donna Stock, Select Board Rep
Catherine Dore
Melissa Lackey

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Disability Commission Meeting Minutes January 16, 2020 –

Municipal Center, Conference Room A

Open: 7:03 pm

Pause: 7:07 for technical difficulties with remote participation

Re-connect: 7:08pm

Members Present: Roger Trahan, Daryl Rynning, Donna Stock, Krisitie Proctor, Catherine Dore, Donna Stock(remote participant), Melissa Constantino

Members Absent: 1 Opening on the board

Videotaped and accessible for viewing:

<http://grafton.cablecast.tv/CablecastPublicSite/show/5381?channel=2>

1. Announcements- a) Reviewed how to apply for the vacancy on the Commission on Disabilities.

b) Vote taken to send a thank you note to former member of the Commission. Daryl motioned, Melissa second. Roll call taken. Unanimous Yes vote

c) SYFS (Shrewsbury Youth and Family Services) is piloting a teen Mental Health and First Aid program at Grafton High School this year. Grafton's SEPAC (special education parent advisory committee) hosted a Community Mental Health forum last year.

d) January 11, 2020 - Medical Reserve Corp- (need Roger's notes to update this)

e) On January 15, 2020 Nicky's Law passed in Massachusetts: the law states that convicted child abusers/murderers will be required to register on a registry similar to a sex offender registry. It also requires that if you plea bargain your sex offenses away to be convicted of a higher charge- you also have to register. This law is designed to help protect individuals with intellectual and developmental disabilities.

f) FYI- Girl Scouts and Boy Scouts of America have a Disability Awareness badge.

g) Melissa Constantino (who is also the chair person of the Grafton SEPAC) announced all are welcome at SEPAC meetings. The next one is on January 21, 2020

2. Correspondence- Email received from Grafton resident Scott Ricker concerning snow and ice removal in Grafton and accessibility issues. He specifically cited the Grafton Library. He sent this to the Commission to bring awareness to an ongoing issue. Donna will follow up with the Town Administrator and Select Board at a future meeting.

3. ADA Self-Evaluation and Transition Plan- The Commission ended on pg. 81 at the last meeting. Discussion was held about scheduling a workshop or series of workshops to organize, dissect, and prioritize the self-evaluation and to delegate areas of the report to members. Vote was taken on the proposed workshop date of February 18 at 6:30. Daryl motioned, Kristi second, Roll call taken. Motion carries with a unanimous Yes vote. There was discussion about inviting Bob Berger to a meeting to review some of the evaluation and find out what has already been addressed by the Town. A second vote was taken to move the next Commission meeting to February 27 at 6:30pm. Melissa motioned, Daryl second. Roll call taken. Motion carries with a unanimous Yes vote.

4. Minutes: Minutes of November 11, 2019: Daryl motioned to accept the minutes with a small change to page 2, Roger second. Roll call taken. Motion carries 4-0-2(abstain).

Minutes of December 19, 2019: Kristie motioned to accept the minutes with some amendments to New Business, the first bullet. Roll call taken. Motion carries 4-0-2(abstain).

5. Old Business:

- a) MA Office on Disability municipal grant application: Grafton did not get the grant. Will try again in the future.
- b) Accessible/Handicapped Parking fines account: there is 600.00 collected in fines to date.
- c) Contact with Grafton School Committee: Melissa reports that the school District is still in process with their ADA assessment. The chairperson of the school committee- Laura Often will be back in touch with Melissa about it. Discussion was held about what is this Commission's role and responsibility when it comes to the school department. Language was voted upon to use when next speaking with the school district: The Disability Commission is looking for general information that will help guide us as we look to discuss funding for a self-evaluation of the school department that would compliment the evaluation completed for the Town in June of 2019. Melissa motioned to accept the above paragraph, Donna second. Roll call taken. Motion carries with a unanimous Yes vote.
- d) Grafton SEPAC update: Meeting on January 21, 2020 at 6pm. Child Find, Strategic plan for SEPAC and Reading Instruction in Grafton Public Schools is on the agenda. All are welcome.
- e) Any other old business: None

6. New Business: 2019 Town Report of the Commission is due to the Town Clerk on February 7, 2020. Needs to be in arial font size 12.

Adjournment: 9:04 pm Daryl motioned, Kristie second. Roll call taken. Motion carried unanimously.

Respectfully submitted by:
Daryl Rynning Clerk

Draft Minutes February 12, 2020

Disability Commission Workshop Meeting

Wednesday, February 12, 2020

Present: Catherine Dore, Roger Trahan, Bob Perla, Kristie Proctor, Donna Stock, Daryl Rynning, with Melissa Lackey communicating via telephone.

Meeting called to order at 6:45 pm with a short discussion on the intent to conclude tonight's meeting by 8:30 PM. Going forward, the Disability Commission meetings will convene at 6:30 PM.

RT distributed the Municipal Staff Listing handout to all members present. The Town Administrator allows us to contact department heads directly and to cc: him on all correspondence to be aware of any time requests on the town employees.

At 6:50 pm, Melissa Lackey phone in, and RT reiterated the information above.

RT has called and left a message with Mike Kennedy, ADA Access & Advocacy Coordinator at the Center for Living and Working, Inc., regarding the report format. Roger requested a copy of the report in Excel. RT recalls receiving only a Word document, so double-checking with Mike.

Agenda:

Roger asked the commission members about how to move forward with the June 2019 Town Self-Evaluation and Transition Plan, keeping in mind that money is not supposed to be an issue. Kristie Proctor suggested we ask town department heads to report on their efforts to make their respective departments accessible and compliant, so that our efforts can dovetail their efforts, and avoid duplication of efforts. Melissa Lackey concurred.

Donna Stock asked if commission members could go to them? What, if any, grants are available? We can offer our strengths to support them.

ML suggested we pair our skillset with the department heads to have an informed conversation.

Discussion ensued regarding town areas and divvying up these areas.

RT asked the commission members which areas each one preferred to work with in the town, resulting in the table below:

Draft Minutes February 12, 2020

Commission Member	Town Department
Melissa Lackey	Recreation (services) School Department (services) (work with DR)
Bob Perla	Mill Villages Park (already serves on the advisory committee for the park) Town Common
Catherine Dore	Libraries
Roger Trahan	Playgrounds Playscape Town beach Brush Dump Town website (BP may assist) Emergency Evacuation Procedures
Donna Stock	Public Safety Fire Stations Polling places
Daryl Rynning	School Committee School (work with ML)
Kristie Proctor	Senior Center, Municipal Center Building, communication and accommodation policies

Daryl joined the meeting at 7:40.

Commission members spoke of the areas pertaining to Super Park plans, accessible meeting spaces in town, emergency preparation in the schools, and the commission's website where information will be shared/posted, not created. The Disability Commission's website will have hyperlinks to the town's ADA Self-Evaluation and Transition Plan, and links to helpful information. While there was discussion on the Community Center, Historical Commission Building, and the GCTC Studio space, these areas were not deemed as high priority and not assigned.

DS summed up the purpose of our monthly meetings: going forward, members will provide status updates at the regular meeting. For our next meeting on 2/27, we will discuss:

- Divvying up the workload (final edits) (ALL)
- Review the draft of the information/resource document for the town departments (KP)

Draft Minutes February 12, 2020

- RT will share the draft of the commission's report which will be included in the town's annual report

For the March meeting, KP will invite Bob Berger, ADA Compliance Officer, to the regular meeting.

DS made a motion to adjourn the meeting. DR seconded the motion. The vote was carried 7-0, unanimously, to adjourn the meeting at 8:10 pm.

The next meeting is on 2/27 at 6:30 PM for the Municipal Center, Conference Room G.